



## Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## Dental Assistant

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Email: [employment@stbh.org](mailto:employment@stbh.org)

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## **Patient Care Technician**

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### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Ultrasound Technologist-On-Call

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### Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an AMA approved school of Radiologic Technology  
A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Nurse Practitioner**

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### **Description:**

The Nurse Practitioner, in collaboration with the primary care physician, provides primary health care and advice on how to maintain a healthy lifestyle to patients with complex chronic and acute health conditions. S/he works with patients and their families either at our hospital or in the patient's home. The Nurse Practitioner will travel to the patient's residence as either a follow-up after hospital discharge or when the patient is unable to travel. S/he often serves the elderly and/or disabled. The Nurse Practitioner also serves at-risk families across age groups. S/he obtains medical histories; performs physical examinations; formulates diagnosis and treatment plans of patients; maintains accurate records; and provides health education to the patients as well as other work as required.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

Bachelors degree in Nursing.

Licensed Nurse Practitioner in the state of Illinois.

Minimum one (1) year of experience as a Nurse Practitioner

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Fax: (773) 962-0034

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## Registered Nurse

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### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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**Part Time Seasonal Position (Job Number: 14000001)**

West Side-1003 North Leavitt Street (Christopher Columbus School)

Description

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at

[https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Part Time Aide (Job Number: 1400020D)**

West Side-3937 W Wilcox St (Genevieve Melody School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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[https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1823**

Closing Date: 12/10/2014

Custodial/Attendant (H)

Date Posted: 11/26/2014

Location: Lafollette Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Program & Event Facilitator (M) Job ID: 1826**

Closing Date: 12/17/2014

Special Recreation

Date Posted: 12/2/2014

Location SPECIAL RECREATION - SPECIAL RECREATION

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

**CHARACTERISTICS OF THE CLASS:**

Coordinate and facilitate the development, implementation and evaluation of programs and special projects. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Coordinates special programs and projects. Contacts staff with detailed information about events. Schedules meetings for staff and outside resource personnel. Prepares financial paperwork and manages the office supplies and equipment for programs and projects. Assists in program development. Assists with curriculum development. Plans meetings and works on budgets. Assists with material preparation for programs and events. Develops methods of program and project evaluation. Works as on-site staff during special events and assists in the planning and facilitation. Works with regions and park staff on project development, staffing and events.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: A Bachelor's Degree in environmental education, recreation/leisure studies, natural resources, biological sciences or a related field supplemented by one to three (1 – 3) years of related experience. Preferred work experience with Individuals with disabilities, including but not limited to Adaptive Sports, Deaf and/or Hard of Hearing, Paralympic Sports and Special Olympics. Preferred work experience with Military Personnel, and/or Injured Veterans. Preferred work experience with outdoor education, performing and visual arts.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

Career Service: Exempt      EEO: Professional      FLSA: Exempt  
\$50,972.68 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Special Recreation Instructor (Hourly/Part-Time Year Around Position) - Adaptive Sports & Veteran Programs. Job ID: 1824**

Closing Date: 12/15/2014

Special Recreation/Special Recreation Instructor (H)

Date Posted: 12/1/2014

Location: SPECIAL RECREATION

Region: Districtwide

Level: 3335

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, instructs and conducts recreation and leisure activities designed to meet the needs of people with disabilities and other special populations in Chicago. Conducts classes, coaches teams, controls therapeutic recreation equipment, and recruits and trains volunteers. Serves as liaison with local advisory councils and local park staff. Performs related duties as required.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Completion of at least 20 credit hours in an accredited college or university in Therapeutic Recreation, Physical Education, Recreation or a closely related field, plus one year experience in Therapeutic Recreation, or an equivalent combination of education and experience is required. An Associate of Arts degree in one of these fields is recommended. A Bachelor of Arts degree is preferred. Certification Requirement: Valid CPR certification from the American Red Cross or other nationally recognized organization. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various). Preferred experience teaching Adaptive Sports and experience with Veteran/Military services

**Knowledge, Skills and Abilities:**

Knowledge of therapeutic recreation theories and principles. Familiarity with commonly accepted methods and techniques for teaching children and adults with developmental physical or sensory disabilities. Effective oral and written communication skills. Skill in teaching a full range of therapeutic recreation sports and cultural and social activities. Ability to observe and evaluate individual participant progress.

Union: SEIU –Local 73 Career Service EEO: Para-professional FLSA: Non-Exempt  
SALARY: 16.81 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Part Time Seasonal Position #3 (Job Number: 140002MF)**  
West Side-2620 South Lawndale Avenue (Little Village Academy)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Mon. 12/08/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433038-338567

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hrs & Location/Agency Contact: Work Hours: Monday-Friday 8:30 AM to 5:00 PM  
Location: DCFS Elgin Office 595 S. State Street Elgin, IL 60123 Team: 2A66/N. Baynes  
SUBMIT BIDS TO: Lora Busse-Fleck  
DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Mon. 12/15/14 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 6

Plan/BU: RC023

Bid ID#: See Below

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

**Work Hours & Location/Agency Contact:**

Job Numbers: IDPH 68027, 68029, 68031, 68032, 68034, & 68035

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations 4212 W. St. Charles Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Health Facilities Surveyor II - Opt 3**

Agency: Public Health

Closing Date/Time: Mon. 12/15/14 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80557

**Minimum Requirements:**

Requires successful completion of both state and federal Basic Surveyor Orientation courses. Requires one year of experience as a health facilities surveyor. Possession of a valid Illinois certificate as a registered Dietitian and knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a master's degree in nutrition, dietetics, or food service management and one year of professional experience in nutrition, dietetics, or food service management; preferably requires registration by the American Dietetic Association. Requires one year of progressively responsible professional experience in the field of nutrition, dietetics or food service management. Requires extensive knowledge of nutrition, dietetics and food service management. Requires extensive knowledge of state and federal nutrition standards, rules and regulations. Requires ability to travel.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation / Division of Long Term Care Field Operations

245 W. Roosevelt Road, West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 3 – Dietitian**

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**Job Title Telecom Engineer**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Telecommunications, Engineering Technology or a related field, plus five (5) years of experience in network engineering or Avaya design and support, or an equivalent combination of education and experience. Avaya Certified Support Specialist and/or Avaya Certified Implementation Specialist certifications preferred.

**PHYSICAL REQUIREMENTS:** Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the practices and methods of telecommunications administration and maintenance, preferably with S8XXX, Cajun Data Switches, and Avaya G3r and G3si. Working knowledge of the principles and practices in administration and maintenance of trunking between multiple Avaya voice systems.

Working knowledge of the principles and practices in administration and maintenance of Audix messaging system, Modular Messaging servers, Voice Portal IVR servers, and Meeting Exchange servers. Working knowledge of the principles and practices in pulling tracing, and terminating voice and data cabling and wiring.

Working knowledge in the practices of interfacing AT&T and other service-provided voice circuits with the Avaya voice systems. Working knowledge of the practices and methods of creating and managing AT&T and Avaya trouble tickets; installing and disconnecting AT&T regulated and unregulated voice and data circuits. Working knowledge of telecommunications systems analysis, program design and specification, programming, testing, and documentation. Strong analytical skills. Strong oral and written communication skills. Strong computer skills. Good interpersonal skills. Good customer service skills. Ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels. Ability to consistently meet deadlines. Ability to multi-task and work independently on most complex assignments. Ability to gather requirements, analyze systems, develop solutions, test, and document changes. Ability to gather, understand, document, and translate business requirements in system solutions.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Accounts Receivable Accountant I**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Finance/Accounts Receivable

**Position Summary**

SALARY TARGET IS \$50,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, performs professional accounting work to provide financial, clerical, and administrative services ensuring efficient, timely, and accurate payments of Authority accounts.

**Qualifications**

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Accounting or a related field or an equivalent combination of education and experience.

One (1) year of applicable work experience preferred in accounts receivables, general accounting, or auditing.

**PHYSICAL REQUIREMENTS**

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

May require moving heavy files and documents up to 30 pounds.

Applicants, if hired, must comply with CTA's residency ordinance.  
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**Assistant Principal - Sumner Elementary School (Job Number: 140002PQ)**

**CHARACTERISTICS OF THE CLASS:** Under the direction of the school principal, takes charge of the school in the absence of the school principal, and assists in the direction and coordination of educational, administrative, supervisory, and counseling activities at school, and performs related duties as required.

**OTHER FUNCTIONS:** May teach courses, may organize and conduct in-service teacher and career service training at the school, may accompany students on field trips; may sponsor clubs, activities, and athletics.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Must possess a Master's degree from an accredited college or university.

**Certificate Requirement.** Must possess a valid Type 75 Educational Administrative Certificate issued by the Illinois State Board of Education.

**Knowledge, Abilities, and Skill.** Thorough knowledge of the principles and practices of elementary and secondary education, thorough knowledge of the rules and regulations of the Chicago Public Schools, good knowledge of school budgeting methods and procedures.

**Ability to work with and for school-aged children,** ability to establish and maintain effective working relationships with teachers and career service staff, parents and guardians, volunteers, local school council members, and community organizations. Excellent interpersonal skills, good supervisory skills, excellent oral and written communication skills.

**Physical Requirements.** Light work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to reach, handle, and finger objects; talk and hear; frequent use of near visual acuity and occasional use of far visual acuity.

Apply online at

[https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Teacher Assistant II – Kindergarten (Job Number: 140002PL)**

West Side-3711 West Douglas Street (Theodore Herzl School)

**CHARACTERISTICS OF THE CLASS:** Under the general direction of the school principal, and under the immediate supervision of a teacher holding a valid state certificate directly engaged in teaching subject matter or conducting activities, assists in the instruction of pupils; and performs related duties as required.

**ESSENTIAL FUNCTIONS:** Assists in the supervision of students during lunchroom and playground activities, provides security functions within the school such as monitoring corridors and reviewing student identification cards, assists students in understanding and completing classroom assignments, assists teachers in preparing bulletin boards and displaying students work in classrooms, operates photocopying and duplicating machines to reproduce educational materials, assists in maintaining the orderly arrangement of classrooms, greets and directs visitors to appropriate areas of the school, consults with teachers regarding concerns of individual students, operates audio-visual equipment such as video cassette recorders, movie projectors, film strip projectors, tape recorders, and phonographs; provides tutoring services to students under the supervision of the classroom teacher; assists in collecting and grading students' homework assignments and examination materials under the supervision of the classroom teacher; assists in supervising the loading and unloading of students on school busses; assists in the receipt, processing, and issuance of new books under the supervision of the classroom teacher; collects daily classroom absentee reports and contacts parents and guardians to verify causes of student absences; may assist elementary school teachers with wraps and toilet recesses as necessary; may assist in the supervision of the school procedure to sell public transportation passes to students.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Completion of an Associate's degree from a college or university accredited by the North Central Association.

**Knowledge, Abilities, and Skill.** Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public.

Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

Apply online at

[https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIP1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIP1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Job Title: Intermittent Laborer Maintenance**

Agency: Natural Resources

Closing Date/Time: Mon. 12/15/14 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Intermittent

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 12-32-4816

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Public Service Administrator, performs a variety of manual tasks in connection with the operation and maintenance of the Game Propagation Center. Participates in all aspects of caring for birds, such as feeding and cleaning pens.

**Minimum Requirements:**

Requires ability to understand and carry out oral instructions. Requires ability to perform manual labor. Requires valid Illinois Driver's License.

**Work Hours & Location/Agency Contact:**

WORK HOURS April 1 – August 31:

Monday – Friday, 8:00 am – 4:00 pm, ½ hour lunch. Saturday & Sunday off.

November 1 – December 31:

Tuesday – Saturday, 8:00 am – 4:00 pm, ½ hour lunch. Sunday & Monday off.

**WORK LOCATION:** Des Plaines Game Prop Center

30550 S. Boathouse Road, Wilmington, IL 60481

**WHERE TO APPLY** Des Plaines Game Prop Center ATTN: Mike Holem

30550 S. Boathouse Road Wilmington, IL 60481 815.237.0063

**How to Apply:** This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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